

**Subject:** RE: CCA Flex Spending - Discovery Benefits Invoicing  
**From:** Joan Noble </O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=FE57A613BB434CEEAA54C9046842317D-JNOBLE>  
**Date:** 08/01/2017 01:00 PM  
**To:** Marcus Lieber <Marcus.Lieber@armaninoLLP.com>  
**CC:** Lena Mulhall <lmulhall@ccala.org>

Hi Marcus,

I hope all is well. The last check request I made for CCA was for May and also gave Lena access to invoices for Discovery Benefits so she can continue the payments.

Lena, if you still do not receive invoices, please contact Sharon Campise of PC Foy so she can send you the monthly invoices.

Best,

**Joan Noble**  
Staff Accountant



DCBID-Logo

**Downtown Center Business Improvement District**  
626 Wilshire Blvd., Suite 200 | Los Angeles, CA 90017  
Call: 213-416-7516 | Fax: 213-624-0858  
Web: [DowntownLA.com](http://DowntownLA.com)

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**From:** Marcus Lieber [mailto:Marcus.Lieber@armaninoLLP.com]  
**Sent:** Tuesday, August 01, 2017 12:48 PM  
**To:** Joan Noble <jnoble@downtownla.com>  
**Cc:** Lena Mulhall <lmulhall@ccala.org>  
**Subject:** RE: CCA Flex Spending - Discovery Benefits Invoicing

Hi Joan & Lena,

FYI, I think CCA may be behind on invoices to Discovery Benefits. Can you please check on this?

Thank you,

**Marcus Lieber**  
Supervising Senior  
Business Management

[ArmaninoLLP](http://ArmaninoLLP)  
11766 Wilshire Blvd., Ninth Floor | Los Angeles, CA 90025  
(310) 478-4148 x5794 main | (310) 703-1227 fax

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**From:** Joan Noble [mailto:jnoble@downtownla.com]  
**Sent:** Thursday, June 1, 2017 8:58 AM  
**To:** Marcus Lieber <Marcus.Lieber@armaninoLLP.com>  
**Cc:** Lena Mulhall <lmulhall@ccala.org>  
**Subject:** RE: CCA Flex Spending - Discovery Benefits Invoicing

Hi Marcus,

I apologize. I think I was supposed to send you the check request but did not get the chance to. What I have been doing for DCBID before I had access was I would refer to the ADP payroll report, manually create the check request and send two payments every month (a week after a payroll cycle). What I can do for you today is I can make the check request for CCA for the missing payroll cycles with the documentation and we can discuss. However, Lena should be able to have access with the invoices because I signed her up last month.

Lena- Did you receive an email from Discovery Benefits? If you did not, please let me know so I can contact them.

Thanks,

Joan

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**From:** Marcus Lieber [<mailto:Marcus.Lieber@armaninoLLP.com>]  
**Sent:** Wednesday, May 31, 2017 7:05 PM  
**To:** Joan Noble <[jnoble@downtownla.com](mailto:jnoble@downtownla.com)>; Lena Mulhall <[lmulhall@ccala.org](mailto:lmulhall@ccala.org)>  
**Subject:** CCA Flex Spending - Discovery Benefits Invoicing

Hi Joan & Lena,

We have not seen any invoices to Discovery Benefits since the 3.15.17 payroll. Are they to be created in-house or should we be handling this on our end?

Thank you,

**Marcus Lieber**  
Supervising Senior  
Business Management

[ArmaninoLLP](#)  
11766 Wilshire Blvd., Ninth Floor | Los Angeles, CA 90025  
(310) 478-4148 x5794 main | (310) 703-1227 fax

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—Attachments:—

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